

Stop the Spread – State Government Edition – Employee/Supervisor Guidance (Effective 8/23/2021)

What's New – This guidance serves as an addendum to the updated guidance issued on August 5, 2021. Beginning August 23, 2021, all executive branch employees and contract staff are required to provide their COVID-19 vaccination status and documentation by September 9, 2021. All executive branch employees, contract staff, interns, and volunteers continue to be required to wear masks while indoors in state facilities and while conducting state business.

The Wisconsin State Government continues to apply COVID-19-related workplace policies consistent with guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services (DHS), and local public health officials. Our goal is to provide a safe environment for Wisconsin state employees, contractors, interns, volunteers, and members of the public. Requiring executive branch employees to provide their vaccination status is a key strategy in maintaining a safe working environment for employees, contractors, interns, volunteers, and members of the public. This guidance will continue to be updated based on COVID-19 transmission rates and any additional information provided by federal and state public health experts.

This updated guidance recognizes that in order to control COVID-19, two things must happen:

1) higher vaccination rates; and 2) lower disease transmission.

This change in guidance reflects new evidence including:

- Delta is different. The Delta variant is highly infectious and now represents over 90% of COVID cases in the U.S. and in Wisconsin. With the original strain of COVID-19, an infected person was likely to infect two other people who were likely to infect two additional people for a total of six cases from one infection. With the Delta variant, an infected person is likely to infect five people who are likely to infect 25 people for a total of 30 cases from one infection. Six compared to 30—you can easily see how this variant will spread like wildfire.
- Vaccines remain highly effective. In the few cases where vaccinated people are infected, their symptoms tend to be milder and their risk for hospitalization and death is far, far lower than if they were not vaccinated. Getting vaccinated could save your life or the lives of your loved ones.
- People who are vaccinated and infected with the Delta variant may still spread disease to others. This was not true for previous variants of COVID-19. According to the CDC, vaccinated people *without symptoms* can transmit the Delta variant. That's why wearing masks remains a critical tool alongside vaccination.
- Wisconsinites under the age of 12 still cannot receive the vaccine. Thousands of others may not receive full protection because they are immunocompromised. Getting vaccinated, along with wearing a mask, is the best way to protect the most vulnerable in Wisconsin.

VACCINATION STATUS REQUIREMENT

VACCINATION STATUS REQUIREMENT. Beginning August 23, 2021, all executive branch employees, contract staff, interns, and volunteers are required to provide information on their COVID-19 vaccination status. Employees and staff shall utilize the STAR/PeopleSoft HR system to update their vaccination status and upload documentation verifying their completed vaccination status **no later than September 9, 2021**. Use the following [instructions](#) to access the STAR/PeopleSoft HR system for this purpose. Agencies shall be responsible for developing alternate means of collecting information for those contract staff who do not have access to STAR.

Visitors, customers, and vendors are strongly encouraged, but not required, to be vaccinated. However, these individuals are required to follow COVID-19 guidance while in a state facility, including any posted requirements in specific buildings or spaces. Employees should not ask to verify the COVID-19 vaccination status of any of these individuals.

CONTINUED MASK REQUIREMENT: All executive branch employees, contract staff, interns, and volunteers are still required to wear masks while indoors in state buildings or while conducting state business. All members of the public

are still strongly encouraged to wear masks while in executive branch government buildings or offices. Wearing a mask continues to be a critical tool in helping stop the spread of COVID-19, particularly the Delta variant.

VACCINATION CLINICS. COVID-19 vaccines are *safe and effective*. Employees and contract staff are strongly encouraged to receive the COVID-19 vaccine.

For employees who have not yet been vaccinated, the Departments of Administration (DOA) and Health Services (DHS) will be holding COVID-19 vaccination clinics for state employees, their families, and the general public. The vaccine clinics will be run by AMI Expeditionary Healthcare and open to everyone 12 years of age and older. Appointments are not needed. The Pfizer and Johnson & Johnson COVID-19 vaccines will be available.

- **Hill Farms State Office Building**
 - **September 8**
 - 4822 Madison Yards Way, Madison, WI
 - 11 a.m. - 2 p.m.
- **Department of Revenue Building**
 - **August 24 and September 14**
 - 2135 Rimrock Road, Madison, WI
 - 11 a.m. - 2 p.m.
 - Drive-through clinic (*walk-in option also available*)
- **Department of Corrections Building**
 - **August 26 and September 16**
 - 3099 E. Washington Ave, Madison, WI
 - 8 a.m. – 11 a.m.
 - Drive-through clinic (*walk-in option also available*)
- **Dodge Correctional Building**
 - **September 9 and 30**
 - 1 W. Lincoln Street, Waupun, WI
 - 3 p.m. – 6 p.m.
 - Drive-through clinic (*walk-in option also available*)

Employees who are unable to attend one of the state-sponsored vaccination clinics are encouraged to register and schedule a vaccine using [vaccines.gov](https://www.vaccines.gov) to search for a local provider. Vaccines.gov provides search options by vaccine type and location, including information about availability of the COVID-19 vaccine at:

- Your doctor or health care provider,
- Pharmacies,
- Community-based vaccination clinics, and
- On-site vaccination clinics.

Additional information about how to locate a vaccine can be found [here](#).

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional regulations for their employees, residents, and visitors of congregate living facilities. All agency rules or guidance require approval by the Division of Personnel Management Administrator prior to implementation.